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Fiscal Agent for
Central Indiana First Steps

To: First Steps Service/intake Coordinators and Direct Service Providers
RE: Mandatory Training Requirements for October 2005- September 2006
Date: September 7, 2005

The Indiana First Steps System and UTS Programmatic Training have been working together to determine the best training opportunities to meet the needs of Service Coordinators and Direct-Service Providers. The requirements for mandatory trainings will remain the same and no change in the annual training fee is expected. However, the schedule for these trainings has changed. These changes are being made to provide Service/Intake Coordinators and Direct-Service Providers the opportunity to obtain the most current information. For the 2005-2006 training year, the schedule for mandatory trainings will be as follows:

- **Regional Service Coordination Meetings** have been postponed from October/November 2005 until February/March 2006. The legislative rule changes should be finalized and ready for implementation at this time. It is anticipated that a full training day may be needed for the February/March 2006 meetings, due to the significant changes in eligibility and cost participation. Dates will be posted ASAP. **No annual training fees are due until the trainings are posted.** We will return to a ½ day training for the second regional meeting in 2006. The regional service coordinator meetings will again be scheduled at various locations around the state.
- **Mandatory Cluster Service/Intake Coordinator and Direct Service Provider Meetings** will be scheduled during the months of April and May 2006 in your local cluster. UTS Programmatic Training will finalize dates and locations for these trainings by January of 2006. **No annual training fees are due until the trainings are posted.**

March Regional Service/Intake Coordinator trainings will be scheduled early in the month in order to avoid Spring Break. April Cluster meetings will be scheduled later in the month to avoid Spring Break conflicts. Meeting dates will be posted on the early childhood calendar <http://earlychildhoodmeetingplace.indiana.edu>, on the UTS ProKids web site (www.utsprokids.org) and in the Training Times Newsletter. If you should have any questions please contact Mindy Dunn, UTS Programmatic Training Coordinator at 887-434-6085 or email: training@utsprokids.org.